

DAILY RECORD FORM SPECIAL MILK PROGRAM

[illegible]

INSTRUCTIONS

Milk Carry-Over: Record the number of half pints remaining from the previous month.

Date: Record the date of each milk service. If August and June operate for less than 10 days, record the numbers on the September and May claims.

Milk Purchased: Record the number of half pints purchased/delivered under the appropriate date. Record the total purchased/delivered for the month on the bottom of the form.

Cost: Record the invoice cost of milk purchased. Record the average cost per half pint (total cost divided by total number served) on the monthly claim.

Paid & Non-Pricing Milk: Record the number of half pints served to students not eligible for free milk or in non-pricing programs. *Though milk is served at no cost to students in non-pricing programs, it is not reimbursed at the free rate.*

Free: Record the number of half pints served to students with approved applications for free milk.

Adult Milk: Record the number of half pints served to adults or for other non-reimbursable use. The minimum charge should be the cost of the milk.

Milk Remaining: Record the number of half pints remaining on the last day of the month. Transfer the number to the Milk Carry-Over section on the Daily Record Form for next month.

Maintain at District Office – Do Not Mail to State Agency

Revised 07/05



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